**Thank you email**

TO: [vinakakwani@gmail.com](mailto:vinakakwani@gmail.com)

SUBJECT: thank you for coming my birthday party

**Dear vina,**

I hope you’re doing well. I just wanted to take a moment to express my heartfelt gratitude for coming to my birthday party. It truly meant a lot to have you there, and I appreciate you taking the time to celebrate with me.

Your presence made the day even more special, and I had a great time celebrating with you. Also, thank you for the thoughtful gift! I really loved it.

Looking forward to seeing you again soon!

**Best regards,**

Bhumika Kakwani

**Reminder email**

TO: vinakakwani@gmail.com

SUBJECT: submit the assignment

**Dear vina ,**

This is a friendly reminder that the last date for submitting the **CSS** **practical assignment** is **tomorrow.** Kindly ensure that you submit your assignment before the deadline to avoid any late penalties.

If you have already submitted it, please disregard this email. However, if you have any questions or need any assistance, feel free to reach out.

Looking forward to your submission.

**Best regards,**  
Bhumika Kakwani

**Email of Inquiry for Requesting Information**

TO: [vinakakwani@gmail.com](mailto:vinakakwani@gmail.com)

SUBJECT: give the information about our project

**Dear intern,**

I hope you are doing well. I recently had the opportunity to learn about **Qtonz** and its work in **Android and game development**, and I am very interested in learning more about your ongoing and upcoming projects.

Could you please provide me with details regarding the projects currently being developed at Qtonz? Additionally, I would appreciate any information on how I can get involved or collaborate with your team.

Looking forward to your response. Thank you for your time and assistance.

**Best regards,**

Bhumika kakwani

**Asking for a Raise in Salary**

TO: [dharmik@gmail.com](mailto:dharmik@gmail.com)

SUBJECT: about salary increment

Respected Dharmik sir ,

I hope you are doing well. I would like to request a meeting to discuss the possibility of a salary raise based on my contributions and performance at Qtonz.

Over the past six month, I have taken on additional responsibilities, contributed to our international project and consistently delivered quality work. I believe my efforts have added significant value to the team, and I would appreciate the opportunity to discuss a compensation adjustment that reflects my contributions.

Please let me know a convenient time when we can discuss this further. I appreciate your time and consideration.

**Best regards,**  
Bhumika kakwani

**Resignation Email**

TO: [vinakakwani@gmail.com](mailto:vinakakwani@gmail.com)

SUBJECT: about Resignation

**Respected CEO mam,**

I am writing to formally resign from my position as **HR** at **Qtonz** effective  **last Monday**

I am grateful for the opportunity to be part of such a supportive team and to have grown both professionally and personally during my time here. I sincerely appreciate the guidance, support, and valuable experiences I’ve gained under your leadership.

I am committed to ensuring a smooth transition and will complete all my current tasks while offering any necessary support during this period. Please let me know how I can help make the transition as seamless as possible.

Thank you once again for the wonderful experience. I hope to stay in touch, and I wish the team continued success in all future endeavors.

**Best regards,**

Bhumika kakwani